

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF DESTINATION BRANDING AND MARKETING TRAINING

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p>Accommodation</p> <ul style="list-style-type: none"> • 2 twin sharing room, 1 single room • 4D/3N with daily breakfast • Must be a business-type of hotel located in Boac, Marinduque 	
2	<p>Land Transportation</p> <p>02 Sept San Juan City Quezon City Pasay City Las Pinas Cavite Lucena (Dalahican Port) – Marinduque</p> <p>03 Sept Around Marinduque</p> <p>04 Sept Around Marinduque</p> <p>05 Sept Marinduque – Lucena (Dalahican Port) Cavite Pasay City Las Pinas Quezon City San Juan City</p> <p><i>**Subject to change without prior notice</i></p> <ul style="list-style-type: none"> • One (1) unit of van model must be at least 2016 or not more than 5-years old; Adequate to transport 4 – 6 persons with luggage and driver • Inclusive of fuel, driver, toll, parking, RORO fees for the van and passengers, and other related expenses • Inclusive of driver accommodation, meals and other expenses • Maximum use of 15 hours per day inclusive of overtime and driver’s overtime, accommodation and meals • Includes third-party liability insurance • First Aid kit on board • Provision of umbrella on board • Equipped with GPS or Waze and charge units for phones • Driver should have strong navigation skills • Draft itinerary provided (subject to change without prior notice) • Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour 	
3	<p>Meals</p> <ul style="list-style-type: none"> • Meal requirement per day as indicated with one (1) round of drinks (choice of 	

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	<p>02 Sept – Breakfast, Lunch, Dinner, PM Snacks (4 pax)</p> <p>03 Sept – Dinner (4 pax)</p> <p>04 Sept – Dinner (4 pax)</p> <p>05 Sept – Lunch, Dinner, AM/PM Snacks (4 pax)</p>	<p>choice of bottled water, juice or soft drinks) worth PhP2,000.00 per person per day (02 and 05 September 2022) and PhP600.00 per person per day (03-04 September 2022). Meals are subject to approval of the TPB.</p>	
4	<p>Event Proper Logistics (26-27 September 2022)</p>	<ul style="list-style-type: none"> • Provision of venue with basic sound system, white screen and projector for 2 days. Should be with access to internet connection in a business-type hotel located in within Boac, Marinduque • Venue should comfortably accommodate 45-50 pax in a classroom set-up • Provision of AM Snacks, Lunch, and PM Snacks for 45 pax for 2 days. Should include one (1) round of drinks per meal with free-flowing coffee and tea each day • Meals are subject to approval of the TPB 	
5	<p>Speaker's Honorarium Fees and materials</p>	<ul style="list-style-type: none"> • Provision of speaker's honorarium fee amounting to PhP 45,000.00 for 2-day speaking engagement • Provision of prizes for icebreaker activities • Provision of printing of materials, pentel pens, pencils, Manila papers, bond papers and other supplies 	
6	<p>Training Kit/Materials and Souvenirs</p>	<ul style="list-style-type: none"> • Printing of training certificates. Template of certificate to be provided by the TPB • Provision of training kit (notebook, ballpen, catcha bag and other training supplies) for 45 pax • Provision of event souvenir for 45 pax 	

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		<ul style="list-style-type: none"> • Should include 5 sets of event souvenir, kits, etc., as buffer • Training kit/materials and souvenirs are subject to the approval of the TPB 	
7	Photo/Video Coverage	<ul style="list-style-type: none"> • Program photo and video coverage for two (2) days with the following output: <ul style="list-style-type: none"> ✓ 150 color-enhanced photos ✓ 4-6 minutes event highlight video ✓ Submission of raw videos and photos ✓ Must be submitted in a hard drive • Photographer/videographer should be based in Marinduque • Team should be composed of 1 photographer, 2 videographer/editor. Must have serviced corporate photo/video coverage in the past 3 years. Required to submit portfolio. 	
8	Provision of Load Card	<ul style="list-style-type: none"> • Two (2) PhP 500.00 load cards for TPB personnel 	
9	On-site related expense	<ul style="list-style-type: none"> • Provision of incidental and other miscellaneous expenses amounting to PhP25,000.00 (additional participants, equipment rental, wifi connection/upgrade, coordination meetings and other expenses) 	

Signature over Printed Name / Date